Corrections Standards Authority
Instructions for the Mentally Ill Offender Crime Reduction Grant
On-line Process for Invoices and Budget Modifications
January 2007

Start-up Instructions

Grantees can locate the Invoice and/or Budget Modification forms for their agency on the Corrections Standards Authority' (CSA) website – MIOCR Grant program "home page." (http://www.cdcr.ca.gov/DivisionsBoards/CSA/miocrg.htm). The on-line Excel files are contained within the Online Invoice/Modification Forms and Instructions link. Within this link, there are two boxes at the bottom of the page which link to the invoices- one for grants targeting adult programs and one for grants targeting juvenile programs; please select the appropriate box.

Invoicing/modification files must be used on a local computer and **not** within the web browser. Therefore, files **MUST be downloaded and saved to a local computer for each reporting period** (this will ensure the most current budget information is being used on the invoices and budget modifications). In addition, downloaded files **MUST NOT be renamed** when saved to the local computer as the on-line submittal link will be severed.

The on-line invoicing process relies on Outlook being configured on the local computer; if the computer you will be using does not have Outlook available, please contact your assigned Field Representative for technical assistance.

1. To download the invoice file, right-click on your agency name and select "Save Target As...". Navigate to a folder on your computer where you would like to save the form and click "Save"- as stated above, **DO NOT rename the file**. Once saved, you **must exit** the web browser and work directly from the newly saved document.

2. The on-line invoice forms have specific functions which require macros to be enabled. *A macro is a series of commands and functions such as calculations that are stored within the document for tasks performed repeatedly*. In most cases, Excel will prompt the user to enable macros. When this prompt appears, click "enable." **Enabling macros for this document will not in any way compromise the security of the local system nor the security of the agency's network.** If the macros prompt does not appear, contact your information technology/network department to assist in enabling the macros.

3. When opening the invoice file, the user will be prompted for a password. The password is the grant award number (also known as contract number) specific to each grantee (example: 990-06).

4. Once the file is opened, the Excel workbook specific to each grantee will appear. The workbook is arranged by tabbed worksheets (located along the bottom) containing the quarterly invoice forms, budget modification form, program modification form and instructions.

Financial Invoice – Form CSA 201 (Rev. 12/06)

1. As previously stated, the on-line invoice is arranged by tabbed worksheets (Invoice 1, Invoice 2, etc.)- one quarterly reporting period per worksheet.

2. The invoice fields are color-coded for easy reference. Fields shaded in green will allow data entry by grantees; all other fields are locked (CSA staff has access to change the contents of these fields if necessary).

3. Enter line item expenditures incurred for the invoice reporting period in the section entitled "This Period" (shaded in green). Note: **only dollar amounts rounded to the nearest whole dollar can be entered**.

   If an amount is entered into a cell which is greater than the balance available for that line item, an Invalid Dollar Amount error message will appear and the corresponding cells in the "Balance" column will highlight in red. If the error is typographical, click "Retry" and correct the amount entered. If the expenditure amount entered is correct, click "Cancel." The on-line invoice will not allow negative dollar amounts; therefore, a budget modification form **MUST** be submitted; this must occur prior to submitting the invoice. (See the Budget Modification section.)

4. Fill in the shaded sections at the bottom of the invoice for the "Person Preparing Report" and "Authorized Financial Officer," **save** the document (keeping the original file name), then electronically forward the invoice file via e-mail or a local shared network to the authorized project Financial Officer for review and approval.

5. The Financial Officer must review the completed invoice and, if approved, check the certification box for submission. This box must be checked prior to submission. Note: the Financial Officer is the **only** person authorized to submit this document to the CSA.

6. Once approved, the Financial Officer must click the button entitled "Click Here to Send This Report"- this will submit the invoice to the CSA. Note: When this button is clicked, a dialogue box *may* appear stating a program is trying to send an e-mail on your behalf. Wait until the "YES" button is enabled (10-15 seconds), then click "YES" to send the invoice. Once the invoice is sent, a message will appear confirming the action.

7. Following invoice approval by CSA staff, an updated invoice will then be made available on the website prior to the next reporting period. Note: All prior invoices/budget modifications will then be "locked" to editing but are viewable as historical documents. For each reporting period, download the most current version of the invoice from the website and repeat the above steps.

<u>Budget Modification– Form CSA 223 (Rev. 12/06)</u>

1. The Budget Modification form is located within the Excel invoice workbook under the tab entitled “Budget Mod.” When it is necessary to make budget changes, the grantee must allow sufficient time (at least 10 working days) for the modification form to be submitted/approved prior to completing the corresponding invoice, keeping within the required invoice submittal time frame (45 days following the reporting period). Sections 7 and 8 (green highlighted areas at the top right of the form) must be completed first to allow the budget information to auto-populate in the “Current Allocation” section of the form. <u>Note</u>: In Section 8, the month and year have separate drop-down lists and must correspond to the Invoice # in Section 7. **If the budget modification is to be effective for Invoice 1, grantees MUST contact a CSA Field Representative prior to submittal.**

2. Fill-in the “Proposed Changes” section- shaded in green- with the proposed budget changes (use whole dollar amounts only). Once complete, the column total for the Grant Funds category in this section must equal zero. If anything other than a zero balance appears, the proposed changes will need to be corrected as the system will not allow submittal to the CSA with errors.

   When making budget changes to the Cash Match and In-Kind Match categories, the sum of the two columns must equal zero (e.g., plus $200 Cash Match, line item CBO Contracts and minus $200 In-Kind Match, line item Fixed Assets; sum of columns balance to zero). If the sum of the two columns do not equal zero, the proposed changes will need to be corrected as the system will not allow submittal to the CSA with errors.

3. Complete the “Justification for Modification” section by explaining why the change is needed, as well as the sections naming the preparer and financial officer at the bottom of the form (highlighted in green).

4. **Save** the document (keeping the original file name) and forward the Budget Modification to the authorized Project Financial Officer for review and approval.

5. The certification statement box **MUST** be checked by the Financial Officer prior to submittal to the CSA. By checking the certification statement box, the Financial Officer acknowledges and approves the proposed budget changes. To submit the Budget Modification to the CSA, the Financial Officer must click the button entitled “Click to Submit.” <u>Note</u>: The Financial Officer is the **only** person authorized to submit this document to the CSA.

6. Once CSA staff reviews and approves the requested budget changes, a revised invoice with the new budget allocations will be placed on the web. Grantees will receive a letter from staff regarding the approved changes, along with a copy of the approved budget modification. **It is necessary to receive budget modification approval prior to accessing and submitting the subsequent invoice.**

7. **Download and save** the updated version of the Excel worksheets from the CSA/MIOCR website as this version will include all budget changes to date. Please refer to the <u>Financial Invoice</u> instructions provided above.

Program Modification- Form CSA 225 (Rev. 12/06)

1. The Program Modification form is located within the Excel invoice workbook under the tab entitled "Prog Mod." If it is necessary to make a *substantive* program change (please refer to the Grant Administration Guide for details), grantees **MUST work with their assigned CSA Field Representative prior to the submittal of this form.**

2. Sections at the top of the form will auto-populate with grantee information, with the exception of Section 5 (highlighted in green) which grantees must fill-in.

3. Enter narrative in the body of the Program Modification form describing the proposed program changes and how the proposed changes might affect the current budget. Note: If the Program Modification is approved by the CSA, a Budget Modification- Form CSA 223 may need to be completed prior to the next invoice submittal. Please refer to the Budget Modification instructions provided above.

4. Complete the lower section of the Program Modification form with the information for the person preparing the report, the Project Financial Officer and the Project Director, then **save** the document.

5. **This form can not be submitted electronically.** CSA staff requires the signatures of each individual listed on the form to verify the substantive changes have been reviewed and approved by each individual. Please **print** a copy of the completed Program Modification form, collect the required signatures and mail to your assigned CSA Field Representative at:

   Corrections Standards Authority
   600 Bercut Drive
   Sacramento, CA 95831

   CSA will post this form to the on-line invoicing/modification file as a historical document.

Questions or Concerns?

Should you have any questions or concerns with this process, please contact your assigned Field Representative. Contact information for your assigned Field Representative is available on the Corrections Standards Authority website at:
http://www.cdcr.ca.gov/DivisionsBoards/CSA/program_staff_assignments.htm